



DEPARTMENT OF THE ARMY
MORTAR TRAINING COMPANY, 1ST BATTALION, 19TH INFANTRY REGIMENT
BUILDING 3440, MOYE ROAD
FORT BENNING, GEORGIA 31905-4500

30 November 2016

SUBJECT: Certification or ASI recreation

1. If you are in need of recreation of your Certification or ASI, complete the memorandum below and correct the highlighted areas. Email the memorandum to

usarmy.benning.mcoe.mbx.198th-119-mortars@mail.mil

2. The Soldier will be verified against student records and a request for recreation of the Graduation Certificate and/or ASI Orders will be submitted. This process may take up to 10 business days and the Graduation Certificate/ASI Orders will be mailed through official mail to the Unit address you provide.

3. If a memorandum is filled out incorrectly the request will be rejected.

4. If you attended IMLC while is was still in ALC then you will need to contact HENRY CARO NCOA and follow their requirements for document recreation.

5. The point of contact for this memorandum is the IMLC Master Trainer at (706) 626-4731 or usarmy.benning.mcoe.mbx.198th-119-mortars@mail.mil



DEPARTMENT OF THE ARMY
ORGANIZATION NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE ZIP CODE

OFFICE SYMBOL

18 April 2016

MEMORANDUM FOR RECORD

Infantry Mortar Leader Course, Mortar Training Company, 1st Battalion, 19th IN Regt,
Fort Benning, GA 31905

ATTN: IMLC Master Trainer, Fort Benning, GA 31905

SUBJECT: Recreation of Soldier's Graduation Certificate/ASI Orders

Purpose: To provide the Infantry Mortar Leader Course with the required information to request the recreation of documentation.

1. Reason for recreation-

2. Soldier's Information:

1. Name:
2. Rank:
3. SSN:
4. IMLC Class Number:
5. Location of Instruction: Resident or MTT(Location)
6. Unit Mailing Address:
7. Unit Phone Number:

Point of contact for this memorandum is SFC Smith at 123-4567.

John R. Doe
CPT, IN
Commanding